

(CLASSIFICATION)

Executive Registry
62-5968

ACTION MEMORANDUM

OFFICE OF THE DIRECTOR

Deputy Director (Intelligence)
Deputy Director (Plans)
Deputy Director (Research)
Deputy Director (Support)
Inspector General
General Counsel
Comptroller
Colonel Grogan

Action Memorandum No. A-35Date 18 August 1962

TO : Colonel Grogan

SUBJECT : Daily Information Cable to Director During Period 24 August - 24 September

REFERENCE:

1. During the absence of the Director (approximately 24 August - 24 September) I intend to send him a message each working day in order to keep him current on the general world situation, general governmental activities, operational activities of the Agency, and other matters as appropriate. Messages on Saturdays, Sundays, or holidays will be generated only by urgent events of a most important nature which should not be held over until the regular Monday cable. Mr. Elder and Mr. Knoche will prepare the final message for my approval, based on submissions by addressees. It is desired that addressees transmit their submissions to Mr. Elder's office (carbon copy to the Executive Director) no later than 3 p.m. (1500) each working day. If items cannot meet that deadline, please advise Mr. Elder by phone. Negative reports need not be submitted. Events occurring on Saturdays, Sundays, or holidays which would normally be brought to my attention on an urgent basis will be simultaneously transmitted to Mr. Elder for preparation of a special message to the Director.

2. Some items of particular interest, but not limited thereto, are listed herewith.

DD/I -- Any unusual intelligence information not included in the Checklist.

DD/P -- Summary of important operations not requiring highly sensitive codeword handling. (The latter may be disguised for possible use.)

SUSPENSE DATE:

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DD/R -- Same as DD/P

DD/S -- Same as DD/P

Inspector General -- Any really critical problem, particularly involving malfeasance.

Comptroller -- Any really important problem, particularly involving the budget.

General Counsel -- Any really important problem, particularly involving legislation or litigation.

Colonel Grogan -- Press items of interest to the Director, not necessarily related to CIA, which would not normally be available through the limited coverage of international press.

3. As general guidance, I wish to keep the Director generally informed of international and community activities on a broad scale and of Agency activities in somewhat more detail. This will not only assist in keeping the Director au courant but will tend to reduce the magnitude and complexity of the briefings he will want upon his return.

4. If there are any specific questions or areas of doubt in what I desire, please see me.

/s/
Marshall S. Carter
Lieutenant General, USA
Deputy Director

MSC:blp

Distribution:

- 1 - Each addressee**
- 1 - AC/DCI for information**
- 1 - Executive Director for information**
- 1 - DDCI**
- 1 - EA/DCI**
- 1 - ER**
- 1 - USIB/S**

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